

RFP Questions & Answers

through Wednesday, January 30, 2019

- **Even though their work may be very much in line with the Top Tier Needs, there are challenges for recently formed organizations in establishing partnerships either because existing organizations do not know who they are or because these recently formed organizations don't know who they can partner with. Is it possible for an organization to apply for the Planning Grant then figure out its partner(s) during the Planning Phase?**
 - It is a requirement that there be at least two partners in the submission of the Planning Grant application. An organization cannot apply for these funds by itself. The Committee cannot assist in the creation of partnerships but [has shared a list](#) of individuals and organizations that were represented at the information sessions to help facilitate this spirit of collaboration.
- **Also, where paperwork is concerned, some recently formed organizations may have a fiscal sponsor or not yet have the required tax forms and documents. How should this be addressed?**
 - There is a distinction between Lead Organizations and partner organizations. The requirements for documentation detailing an organization's fiscal capacity and responsibility (i.e. tax documents, staffing, reporting, etc.) are specific requirements for Lead Organizations. The supporting organizations within the partnership, whether they be partners or service providers, if applicable, are not subject to these requirements. However, supporting organizations are still required to submit, among other items, their non-profit/for-profit status and their tax ID number (see "For Each Partner", page 9 of RFP). Organizations that are fiscally sponsored may use the tax ID number of their fiscal sponsor in lieu of their own.
- **Are partner organizations required to have 501(c)3 status to be in a partnership?**
 - The Lead Organization must be a nonprofit organization (NPO) with 501(c)3 status and physically located in Cambridge. A partner organization is not required to have 501(c)3 status. When the Community Benefits Fund was created, one of the clear objectives was to promote services of NPOs to benefit Cambridge families. The Committee expects there are some partnerships that would look to include organizations that do not have 501(c)3 designations and does not wish to preclude this.
- **Can you be a Lead Organization on one project and a partner organization on another?**
 - Yes, an organization may serve as the Lead Organization on one project **while** serving as a partner organization on another. As a reminder, an organization can only serve as Lead on one project but can serve as a partner organization on more than one.
- **The target population has been defined as "families with children that are low-income, or living at or below the poverty threshold, particularly those headed by a single woman". We are considering a proposal to address individuals with substance use disorder (SUD) who, as a result, have been disconnected or disrupted from their families. We hope to reconnect these individuals with their families. Based on the Committee's definition of the Target Population, would a proposal targeted to individuals with SUD be inappropriate?**
 - The Committee's focus for this initial round of funding is on families, not individuals, with the expectation that this could be subject to change in future rounds of funding. If the primary focus of the partnership is service to individuals who are separated from their families due to SUD, the proposal would not address the Target Population. However, a proposal that focuses on both the individual and their family – and includes family reunification and/or access to services that are aligned with the Top Tier Needs – would be more favorable.

- **According to the RFP, the page limits for the proposal are 10 double-sided pages or fewer, but the proposal components are set at: Title Page (1 page), Section ii (5 pages), and Section iii (2 pages). Are the page limits for those sections referencing single- or double-sided pages?**
 - The page limits for the proposal components reference single pages. The full submission should not exceed 10 pages, double-sided (or 5 sheets of paper). As a reminder, this 10-page (5 sheet) limit does not include the Additional Documents outlined in the RFP.
- **Would letters of support be accepted along with the proposal?**
 - Lead Organizations are required to provide references relevant to their role as Lead Organization as part of the Additional Documentation, which may be in the form of letters. As is deemed helpful, the Applicant may submit additional Letters of Support. Please note that the Committee may not review all additional letters of support submitted.

Committee Note: *The role of the Evaluator during the Planning Phase is to assist Planning Grant recipients with data requirements and defining outcomes and metrics for the Implementation Phase. The Evaluator will not be helping grantees with the development of or provide feedback on their Plan for Implementation or provide technical assistance supports to the partnership.*